

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-51

September 11, 2002

Maintenance, Logistics and Facilities

PHYSICAL SECURITY

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: OPS15 (M. Paese, Acting)

Certified by: OPS (J. McNulty)

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SUMMARY OF REVISIONS: None. This is an initial publication.

1. Physical security is an integral part of field office operation. The National Weather Service (NWS) must be cognizant of threats and vulnerability at field offices. The Department of Justice (DOJ) Vulnerability Assessment of Federal Facilities Report, dated June 28, 1995 developed a security level rating system for federal facilities and established minimum security requirements for each level rating. Based on the DOJ Vulnerability Assessment Report, the Department of Commerce (DOC) established the security level rating and minimum security standards for every DOC controlled facility. This policy directive supports the DOC Security Program effort in implementing those standards and applies to all NWS Field Offices.
2. The objective of the NWS Physical Security Program is to achieve a reasonable degree of security relative to the importance and value of field office resources.
3. This directive establishes the following authorities and responsibilities:
 - 3.1 The Assistant Administrator (AA) for Weather Services is responsible for the overall implementation for the NWS Physical Security Program. This Physical Security Policy Directive was coordinated with the DOC Office of Security (OSY/DOC). The AA has delegated operational aspects of this program as follows:
 - 3.2 The Director of the Office of Operational Systems (OOS), NWS, is responsible for preparing and maintaining procedural directives to implement policy; providing technical assistance to the regions and field offices; identifying a focal point for physical security; coordinating physical security policy, instructions and plans with OSY/DOC; assessing the impact of physical security recommendations on mission readiness; recommending budgets; and evaluating performance and effectiveness of the Physical Security Program.
 - 3.3 NWS regional headquarters and national centers are responsible for identifying a focal point to

support the Administrative Support Center Regional Security Office in the performance of any physical security assessment of field offices. Based on assessment results, the regional and national centers will analyze the security recommendation package and develop a budget to implement security options. Regions will keep track of security incidents at all field offices, analyze them for trends, and recommend mitigation measures in coordination with the supporting DOC regional security office.

3.4 Field offices are responsible for satisfying the Physical Security Program requirements including appointment of a focal point for physical security. Field offices will maintain an accurate inventory of physical security equipment including descriptions of current condition and will ensure all physical security systems are inspected and repaired. Field offices will prepare an incident report (GSA Form 3155) of any break-in, attempted break-in, or physical threat to Government personnel and/or property, forward the report via e-mail to the Regional Director and provide a copy to the supporting DOC regional security office.

4. To measure compliance with this policy directive, all levels of authority will determine how effectively they have satisfied the Physical Security Program requirements by tracking the number of physical security incidents and open security compliance findings. The goal is zero security incidents.

5. This policy directive is supported by the references listed in Attachment 1.

<u>Signed</u>	<u>9/11/02</u>
John J. Kelly, Jr.	Date
Assistant Administrator for	
Weather Services	

Attachment 1

REFERENCES

1. NWS Policy Directive (NWSPD) 1-1, *Policy Formulation*.
2. DOJ Vulnerability Assessment to Federal Facility Report, dated June 28, 1995.
3. DOC, Chapter 3, *Physical Security*, Security Manual, (Provisional), dated April 30, 2002.